



"Kazakh University of Technology and Business named after K.Kulazhanov" JSC  
QUALITY MANAGEMENT SYSTEM  
Regulations on the procedure of actions

Regulations on the pedagogical education program for profile master's graduates

MC ISO 9000:2015  
MC ISO 9001:2016  
MC ISO 37001:2016

KazUTB-DEP-RPA-8.5/8.6-2025-46

Date of implementation: « 18 » 06 2025.



**APPROVED**  
Rector of "KazUTB named after K.Kulazhanov" JSC  
L.K. Baibolova  
" 18 " June 20 25

Regulations on the procedure of actions  
QUALITY MANAGEMENT SYSTEM  
**REGULATIONS ON THE PEDAGOGICAL EDUCATION PROGRAM  
FOR PROFILE MASTER'S GRADUATES**  
KazUTB-DEP-RPA-8.5/8.6-2025-46

**AGREED**  
Vice-Rector for AA  
E.B. Askarbekov  
" 18 " June 20 25

Astana, 2025

Version: 1.0

CC: DEP

Registration № 8.5/8.6-2025-46

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## **FOREWORD**

These Regulations have been developed by the Department of Educational Programs and the Department of Postgraduate Education of the "K. Kulazhanov Kazakh University of Technology and Business" JSC.

These Regulations shall be approved by the Rector's personal signature on the title page.

These Regulations are mandatory for all structural units of "K. Kulazhanov KazUTB" JSC regarding their activities related to the Quality Management System (QMS).

Periodic review of these Regulations shall be performed by the Head of the Department of Postgraduate Education at intervals not exceeding three years.

Amendments to these Regulations shall be developed based on the results of their implementation within the activities of "K. Kulazhanov KazUTB" JSC.

The Head of the Department of Postgraduate Education shall be responsible for organizing and coordinating activities related to the execution of specific stages of the document management process.

Regulations on the pedagogical education program for profile master's graduates, PD 21-09.141-2022, Edition No. 2 dated June 28, 2024, shall be considered null and void.

## CONTENTS

|   |    |
|---|----|
| Foreword.....   | 2  |
| 1. Document title.....  | 4  |
| 2. Developer.....   | 4  |
| 3. Objective of document development.....   | 4  |
| 4. Normative references.....  | 4  |
| 5. Terms and definitions.....   | 4  |
| 6. Abbreviations used.....  | 5  |
| 7. General provisions.....  | 5  |
| 8. Procedure for training under the educational program of pedagogical profile for persons who have graduated from a profile master's degree program..... | 5  |
| 9. Functions of the units responsible for training under the educational program of pedagogical profile.....  | 6  |
| 10. Process-related risks and risk mitigation actions.....  | 6  |
| 11. Responsibility and authority.....   | 7  |
| 12. Confidentiality.....  | 7  |
| Appendix A.....   | 8  |
| Appendix B.....   | 9  |
| Approval sheet.....   | 10 |
| Acknowledgment record.....  | 10 |
| Revision record log.....  | 11 |
| Periodic review log.....  | 11 |

### 1. DOCUMENT TITLE

1.1 Regulations on the pedagogical education program for profile master's graduates KazUTB-DEP-RPA-8.5/8.6-2025-46.

### 2. DEVELOPER

2.1 Department of Educational Programs and Department of Postgraduate Education.

### 3. OBJECTIVE OF DOCUMENT DEVELOPMENT

3.1 These Regulations define the procedure for training under the educational program of pedagogical profile for persons who have graduated from a profile Master's degree program at the "K. Kulazhanov Kazakh University of Technology and Business" Joint-Stock Company (hereinafter referred to as the University).

3.2 These Regulations are intended for use by the Faculty Educational Program Committees, the Academic Affairs Department, and the Departments.

### 4. NORMATIVE REFERENCES

4.1 These Regulations make reference to the following regulatory legal acts of the Republic of Kazakhstan:

4.2 Budget Code of the Republic of Kazakhstan No. 171-VIII dated March 15, 2025.

4.3 Civil Code of the Republic of Kazakhstan No. 268-XIII dated December 27, 1994, as amended and supplemented as of April 9, 2025.

4.4 Labor Code of the Republic of Kazakhstan No. 414-V dated November 23, 2015, as amended and supplemented as of May 19, 2025.

4.5 Law of the Republic of Kazakhstan "On Education" No. 319-III dated July 27, 2007, as amended and supplemented as of April 15, 2025.

4.6 Law of the Republic of Kazakhstan "On Science and Technological Policy" No. 103-VIII dated July 1, 2024, as amended and supplemented as of May 19, 2025.

4.7 Law of the Republic of Kazakhstan "On Anti-Corruption" No. 410-V dated November 18, 2015, as amended and supplemented as of May 19, 2025.

4.8 Law of the Republic of Kazakhstan "On Amendments and Additions to Certain Legislative Acts of the Republic of Kazakhstan on Expanding the Academic and Managerial Autonomy of Higher Educational Institutions" No. 171-VI dated July 4, 2018.

4.9 State Compulsory Standard for Higher and Postgraduate Education No. 2 dated July 20, 2022, as amended and supplemented as of April 22, 2025.

4.10 On Approval of the Classifier of Training Areas for Personnel with Higher and Postgraduate Education No. 569 dated October 13, 2018, as amended and supplemented as of July 21, 2023.

4.11 On Approval of the List of Training Areas for Personnel with Higher and Postgraduate Education for which External and Online Learning is Not Permitted No. 530 dated October 2, 2018, as amended and supplemented as of September 13, 2022.

4.12 Rules for the Organization of the Educational Process under Credit Technology of Education in Organizations of Higher and (or) Postgraduate Education No. 152 dated May 27, 2011, as amended and supplemented as of March 26, 2025.

4.13 Model Rules for the Activities of Higher and Postgraduate Education Organizations No. 595 dated October 30, 2018, as amended as of June 24, 2024.

### 5. TERMS AND DEFINITIONS

| Term   | Definition  |
|--|---|
| <b>University Component (hereinafter — UC)</b> | A list of academic disciplines and corresponding minimum academic credits determined independently by the University for the completion of the educational program. |

|  |   |
|--|---|
| <b>Elective Component (hereinafter — EC)</b> | A list of academic disciplines and corresponding minimum academic credits offered by the University and independently selected by students in any academic period, taking into account their prerequisites and post-requisites. |
| <b>Educational Program</b>                   | A unified complex of core educational characteristics, including goals, learning outcomes, and content, organization of the educational process, methods of implementation, and criteria for assessing learning outcomes.       |
| <b>Attendee/Listener</b>                     | A person enrolled in an educational organization under supplementary education programs or within a preparatory department.   |

## 6. ABBREVIATIONS USED

| <b>Abbreviation</b> | <b>Full Title</b>  |
|---------------------|--|
| <b>UC</b>           | University Component   |
| <b>MSHE RK</b>      | Ministry of Science and Higher Education of the Republic of Kazakhstan           |
| <b>SCS</b>          | State Compulsory Standards of Higher and Postgraduate Education                  |
| <b>DPE</b>          | Department of Postgraduate Education   |
| <b>DQAA</b>         | Department of Quality Assurance and Accreditation                                |
| <b>EP</b>           | Educational Program  |
| <b>QMR</b>          | Quality Management Representative  |
| <b>QMS</b>          | Quality Management System  |
| <b>University</b>   | "K. Kulazhanov Kazakh University of Technology and Business" Joint-Stock Company |

## 7. GENERAL PROVISIONS

7.1 The Regulations define the procedure for training under the educational program of pedagogical profile for persons who have graduated from a profile Master's degree program at the University.

7.2 These Regulations have been developed taking into account the requirements of the following regulatory documents:

7.2.1 Law of the Republic of Kazakhstan dated July 27, 2007, "On Education" (as amended and supplemented as of April 15, 2025).

7.2.2 State Compulsory Standard of Post-Graduate Education, approved by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022, No. 2 (as amended and supplemented as of April 22, 2025).

## 8. PROCEDURE FOR TRAINING UNDER THE EDUCATIONAL PROGRAM OF PEDAGOGICAL PROFILE FOR PERSONS WHO HAVE GRADUATED FROM A PROFILE MASTER'S DEGREE PROGRAM

8.1 A Master who has graduated from a profile Master's program shall be admitted to pedagogical activity after completing an additional educational program (hereinafter — EP) of a pedagogical profile Master's degree.

8.2 Admission of students to the EP is carried out within one academic period.

8.3 Training is conducted on a full-time basis.

8.4 Persons applying for the EP shall submit the following documents:

- 1) An application in the form according to Appendix A to these Regulations;
- 2) A copy of the identity document;
- 3) The original copy of the educational certificate (diploma);
- 4) Two photographs (3x4 cm).

8.5 Enrollment of students is carried out by order of the Chairman of the University Admissions Committee.

8.6 The content of the pedagogical profile EP for persons who have graduated from a profile Master's program is established in accordance with Appendix 5 to the State Compulsory Standard of Post-Graduate Education, approved by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022, No. 2 (as amended on February 20, 2023).

8.7 The pedagogical profile program for persons who have graduated from a profile Master's program contains at least 30 academic credits. Of these, the Basic Disciplines (BD) cycle accounts for 20 credits.

Mandatory disciplines of the BD cycle (12 credits, including pedagogical internship) are "History and Philosophy of Science" and "Higher School Pedagogy."

The Major Disciplines cycle (10 credits) and the elective component of the BD cycle (8 credits) include the study of academic disciplines offered by the University departments and independently selected by the students.

8.8 Pedagogical internship is conducted to develop practical skills and teaching methodologies during the period of theoretical training without interruption from the educational process.

The duration of the internship is determined in weeks based on the standard working time of a student during the internship, equal to 30 hours per week (6 hours per day for a 5-day work week).

The pedagogical internship is organized by the University's graduate departments in the student's field of study. Upon completion of the internship, a report is submitted to the relevant department. The results of the report defense are evaluated using the point-rating letter grading system.

8.9 Completion of the EP concludes with a final assessment in the form of exams on the subjects studied.

8.10 A Master of a profile direction who has completed the pedagogical profile Master's EP shall be issued a corresponding certificate as a supplement to the main diploma.

## **9. FUNCTIONS OF THE UNITS RESPONSIBLE FOR TRAINING UNDER THE EDUCATIONAL PROGRAM OF PEDAGOGICAL PROFILE**

9.1 The University Admissions Committee shall register the student documents specified in Clause 9.4 of these Regulations, maintain student personal files, draw up contracts for the provision of paid educational services with the students, and prepare draft orders.

9.2 The Academic Affairs Department of the University shall determine the volume of disciplines within the Basic and Major discipline cycles in academic hours and academic credits as part of the pedagogical profile EP; based on the workload calculation of the EP and EGP (Educational Program of Graduate Education) disciplines, it shall draw up the class schedule.

9.3 The University Accounting Department shall calculate the tuition fees and the cost of paid educational services for the students of the program.

9.4 The Heads of Departments shall determine the University Component (UC) and Elective Component (EC) disciplines, and appoint instructors for the disciplines of the Basic and Major cycles, as well as for the pedagogical internship for the students of the program.

## **10. PROCESS-RELATED RISKS AND RISK MITIGATION ACTIONS**

| <b>10.1 Risks associated with:</b>   | <b>10.2 Risk mitigation actions:</b>   |
|--|--|
| - a formalistic approach to pedagogical internship (low quality of reports, lack of teaching/methodological skills); | - support of the internship by departmental mentors, monitoring and interim reports, and methodological assistance;      |
| - delays in processing final assessments and the issuance of certificates;   | - timely formation of examination commissions, adherence to assessment deadlines, and monitoring of document processing. |

### **11. RESPONSIBILITY AND AUTHORITY**

11.1 These Regulations shall be approved by the decision of the University Rector and shall come into force from the date of approval.

11.2 Compliance with the requirements of these Regulations shall be monitored by the Vice-Rector for Academic Affairs, the Head of the Department of Postgraduate Education, the Deans of Faculties, and the Heads of Departments.

11.3 Amendments and supplements to these Regulations shall be made as necessary, taking into account the adoption of new requirements in the legislation of the Republic of Kazakhstan in the field of education.

### **12. CONFIDENTIALITY**

12.1 These Regulations are an internal regulatory document of the University and shall not be disclosed to third parties, except for experts from certification bodies during certification audits, or partner consumers with the permission of the University Rector.

F.DEP-8.5/8.6-2025-46-01

**Appendix A**  
(mandatory)

To the Rector of "K. Kulazhanov KazUTB" JSC  
L. Baibolova

from \_\_\_\_\_

\_\_\_\_\_  
(Full Name)

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
e-mail

**Application**

I request to be enrolled as a student on a paid basis in the pedagogical profile Master's educational program for persons who have graduated from a profile Master's degree program.

Profile Master's EP (Code/ name of the educational program, year of graduation)

\_\_\_\_\_  
Language of instruction \_\_\_\_\_

« \_\_\_ » \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
(applicant's signature)

**Appendix B**  
(mandatory)

**CERTIFICATE**

to Master's Diploma № \_\_\_\_\_

This certificate is issued to \_\_\_\_\_

\_\_\_\_\_ ,  
who has graduated from the profile Master's degree program in the specialty and (or) educational program \_\_\_\_\_

\_\_\_\_\_ (code and name of the specialty and (or) educational program)

to certify that he/she has completed the pedagogical profile cycle of disciplines during the period from \_\_\_\_\_ 20\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_ at

\_\_\_\_\_ (full name of the higher educational institution)

in the specialty and (or) educational program \_\_\_\_\_

with the following academic performance:

| № | List of Disciplines | Number of Credits | Letter Grade | Grade in Points |
|---|---------------------|-------------------|--------------|-----------------|
|   |                     |                   |              |                 |
|   |                     |                   |              |                 |
|   |                     |                   |              |                 |
|   |                     |                   |              |                 |
|   |                     |                   |              |                 |

and has completed the internship:

| № | Type of Internship | Number of Credits | Letter Grade | Grade in Points |
|---|--------------------|-------------------|--------------|-----------------|
|   |                    |                   |              |                 |
|   |                    |                   |              |                 |

**This certificate grants the right to engage in scientific and pedagogical activities.**

**Head**

**L.S.**

« \_\_\_\_\_ » \_\_\_\_\_ .

F.DQAaA-7.5-2025-05-02  
(mandatory)

APPROVAL SHEET

| Position             | Full name       | Date       | Signature |
|----------------------|-----------------|------------|-----------|
| Vice-Rector for RI   | Aibuldinov E.K. | 18.06.2025 |           |
| Vice-Rector for EaSA | Berdigaliuly S. | 18.06.2025 |           |
| Head of the DQAaA    | Nurbayeva M.Z.  | 18.06.2025 |           |
| Head of the DACLS    | Baiuzakova A.S. | 18.06.2025 |           |
| Head of the DHRM     | Kazieva A.T.    | 18.06.2025 |           |
| Head of the DEP      | Bayadilova B.M. | 18.06.2025 |           |
| Head of the DPE      | Gordeyeva Ye.A. | 18.06.2025 |           |

F.DQAaA-7.5-2025-05-03  
(mandatory)

ACKNOWLEDGMENT RECORD

| Position                   | Full name         | Date       | Signature |
|----------------------------|-------------------|------------|-----------|
| Head of DPE                | Gordeyeva Ye.A.   | 18.06.2025 |           |
| Lead specialist DPE        | Utekeskova A.B.   | 18.06.2025 |           |
| Specialist of DPE          | Tabylday A.A.     | 18.06.2025 |           |
| Head of EM department      | Bekpasinova B.K.  | 08.09.2025 |           |
| Head of CTE department     | Nuktai Zh         | 08.09.2025 |           |
| Dean of EB faculty         | Makysheva M.K.    | 08.09.2025 |           |
| Head of IT department      | Abduksamburova A. | 08.09.2025 |           |
| Head of TS department      | Baytukenova S.B.  | 08.09.2025 |           |
| Head of TLD department     | Baizhanova Zh.M.  | 08.09.2025 |           |
| Dean of Technology faculty | Safuanov Zh.Ye.   | 08.09.2025 |           |
| Dean of EIT faculty        | Sefimbetov Q.A.   | 08.09.2025 |           |
| Head of CEA department     | Arishev P.M.      | 08.09.2025 |           |
| Head of FA department      | Aduksher A.B.     | 08.09.2025 |           |
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F.DQAaA-7.5-2025-05-04  
(mandatory)

**REVISION RECORD LOG**

| Amendment number | Change notification number | Page Number(s) |          |     |         | Total number of pages (after amendments) | Date of amendment | Full name of the person responsible for the amendments | Signature of the person making the amendments |
|------------------|----------------------------|----------------|----------|-----|---------|--|-------------------|--|---|
|                  |                            | Amended        | Replaced | New | Revoked |  |                   |  |   |
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F.DQAaA-7.5-2025-05-05  
(mandatory)

**PERIODIC REVIEW LOG**

| Date of review | Full name of the reviewer | Signature of the reviewer | Formulation of the remark |
|----------------|---------------------------|---------------------------|---------------------------|
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